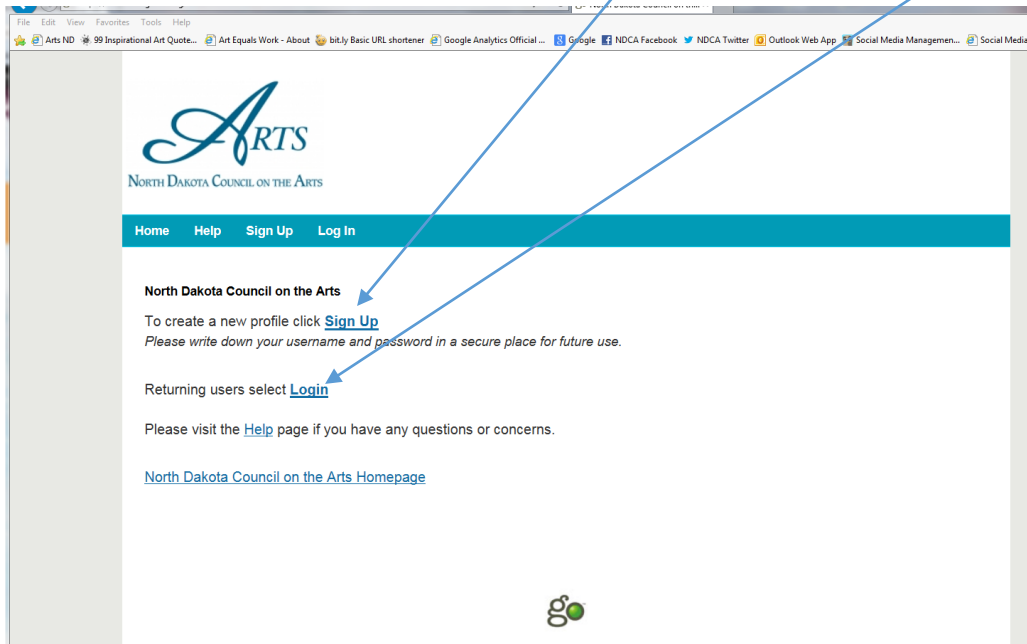


Since GO is a new online system, **you will need to register for a new user role, name, password, etc.** To understand which user role is most appropriate for your application, please read the [User Role and Registration information instructions](#) prior to registering.

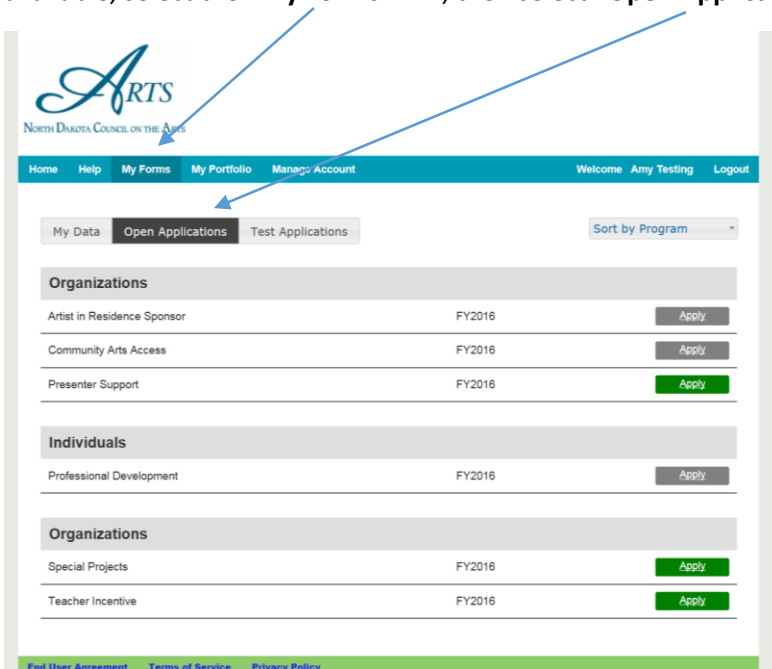
All schools and teachers wishing to apply for **any** NDCA grant program must contact Arts in Education Director, Rebecca Engelman, at rengelman@nd.gov for detailed instructions before registering or starting the online application.

Once you have read the [User Role and Registration information instructions](#), you may now register your new GO profile by visiting <https://nd.culturegrants.org/>, and clicking **“Sign Up.”** The [User Role and Registration information instructions](#) will guide you through the process.

If you have already register your profile, you will simply need to click on the **“Login”** link.



Once you have created your profile you are now ready to apply for a NDCA grant. To see which grants are currently available, select the **“My Forms”** link, then select **“Open Applications.”**



Grant **applications that are available** will display a green **“Apply”** button. If the **“Apply”** button is **grayed out**, that application is currently not available, or you have already started an application for that particular type of grant.

ARTS
NORTH DAKOTA COUNCIL ON THE ARTS

Home Help My Forms My Portfolio Manage Account Welcome Amy Testing Logout

My Data Open Applications Test Applications Sort by Program

Organizations

Artist in Residence Sponsor	FY2016	Apply
Community Arts Access	FY2016	Apply
Presenter Support	FY2016	Apply

Individuals

Professional Development	FY2016	Apply
--------------------------	--------	-------

Organizations

Special Projects	FY2016	Apply
Teacher Incentive	FY2016	Apply

End User Agreement Terms of Service Privacy Policy

If you have previously started an application and want to continue working on it, select the **“My Data”** link. You will then see your previously opened and saved application(s). Select the **blue “paper” icon** to continue working on the grant.

ARTS
NORTH DAKOTA COUNCIL ON THE ARTS

Home Help My Forms My Portfolio Manage Account Welcome Amy Testing Logout

My Data Open Applications Test Applications Sort by Cycle

Artist in Residence Sponsor FY2016 AIR1600001

Artist in Residence Sponsor Application	Funded	
Artist in Residence Sponsor Final Report		

Community Arts Access FY2016 CAA1600001

Community Arts Access Application	In progress	
-----------------------------------	-------------	--

Professional Development FY2016 PD1600001

Professional Development Application	Funded	
--------------------------------------	--------	--

For new applications, once you have selected the green “Apply” button, the following screen will appear (*I am using a Presenter Support grant for an example, but the instructions pertain to most grants*):

ARTS
NORTH DAKOTA COUNCIL ON THE ARTS

Home Help My Forms My Portfolio Manage Account Welcome Amy Testing Logout

User Details : Amy Testing (ND Council on the Arts Test)
Grant Name : Presenter Support > FY2016
Cycle Attempt : 1

My Forms > [FY2016> Presenter Support Application](#) [Table of Contents]

Grant Guidelines PRS

Presenter Support is designed to benefit nonprofit organizations that are not eligible for other major grant programs through the North Dakota Council on the Arts, offers financial support for arts events and programming, and supports organizations in communities with a population of 6,000 or more. Communities with a population of under 6,000 should refer to the Community Arts Access program.

Grant Amount

If you would like to review all of the pages of the grant application prior to entering data, click on the “**Table of Contents**” link. Alternatively you may use the “**Next**” button at the bottom of the page(s).

The **Grant Guidelines** page is always the first to appear; please read thoroughly! Then use the check box that states you have read and understand the guidelines.

*I have read and understand the Presenter Support Guidelines. ☒ Yes ☐ No

Save Save & Continue ➡ Next ➡

End User Agreement Terms of Service Privacy Policy

After you check the box, remember to “**Save**” your work. If you wish to continue, select “**Save & Continue**” and you will advance to the next page. If you do not save your work prior to clicking on the “**Next**” button, that particular pages’ information will not be saved.

Please be sure to complete all pages in the grant application before submitting your application.

ARTS
NORTH DAKOTA COUNCIL ON THE ARTS

Home Help My Forms My Portfolio Manage Account Welcome Amy Testing Logout

User Details : Amy Testing (ND Council on the Arts Test) PS1600001
Grant Name : Presenter Support > FY2016
Cycle Attempt : 1

My Forms > [FY2016> Presenter Support Application](#) [Table of Contents]

Grant Application PRS

All fields must be completed by the applicant, print out a hard copy, sign the “Authorizing Officer” (postmarked by November 1, 2011) this “Grant” the person legally authorized to commit the president, board chair or executive director), and you were unable to upload, to: NDCA, 1600 E ND 58503-0649.

Please remember to **SAVE YOUR WORK** if made any changes to this page before viewing section or returning to a previous section!

- [Grant Guidelines PRS](#)
- [Grant Application PRS](#)
- [Applicant Profile PRS](#)
- [Required NEA Questions](#)
- [Location\(s\) of Project Activities](#)
- [Project Budget PRS](#)
- [Operating Budget Additional Information PRS](#)
- [Narrative Questions PRS](#)
- [Support Materials PRS](#)
- [Applicant Board List PRS](#)
- [Project Personnel Resume\(s\) PRS](#)
- [Financial Statement PRS](#)
- [Signature Page](#)

Submitting Your Application

The screenshot shows the 'Signature Page' of an application. At the top is the 'ARTS' logo and 'NORTH DAKOTA COUNCIL ON THE ARTS'. A navigation bar includes 'Home', 'Help', 'My Forms', 'My Portfolio', 'Manage Account', 'Welcome Amy Testing', and 'Logout'. The user details are: 'User Details : Amy Testing (ND Council on the Arts Test) PS1600001', 'Grant Name : Presenter Support > FY2016', and 'Cycle Attempt : 1'. A breadcrumb trail reads 'My Forms > FY2016 > Presenter Support Application [Table of Contents]'. The section title is 'Signature Page'. The text states: 'The following information must be provided by all organizations applying for an NDCA grant. Applicants must mail (postmarked by the grant deadline date) this "Signature Page" signed in ink by the authorizing official, along with required documents, and any additional materials you were unable to upload, to:'. Below this is the address: 'North Dakota Council on the Arts, 1600 E. Century Avenue, Suite 6, Bismarck, ND 58503-0649'. A reminder says: 'Please remember to **SAVE YOUR WORK** if you have entered information or made any changes to this page before advancing to the next section or returning to a previous section!'. There are checkboxes for 'Check the type of Federal non-profit status' (501(c)3, None (Individual), Other) and 'I verify that I have mailed proof of...'. A blue arrow points from the 'Signature Page' title to the explanatory text.

The last page of every NDCA grant application is the **"Signature Page."** Applicants must mail (postmarked by the grant deadline date) this "Signature Page" signed in ink by the authorizing official, along with required documents, and any additional materials you were unable to upload, to NDCA.

If you **would like NDCA staff to review your grant application prior to submission, please select "Save"** instead of selecting "Submit". You will then need to email the grant manager (contact information can be found in the "For Assistance" section on the Grant Guidelines page, the first page of this application) to request a draft review. Draft reviews may be requested no later than 15 days prior to the grant deadline date.

Once you are ready to submit your application, save your completed Signature Page and double-check your information to be sure you have completed all required questions. Click the **"Submit"** button to submit your application.

This screenshot shows the bottom portion of the application form. It includes a text box for 'Authorizing Official's Title *'. Below it is a large text area for 'Authorizing Official's Signature indicating approval of this application. "Please do not type your name here, print out a hard copy, sign it, and mail this page of the application only, to the NDCA office."'. There is a 'Date *' field with a calendar icon. A certification statement reads: 'I certify that the information contained in this report is true and correct to the best of my knowledge. *'. Below this are 'Yes' and 'No' checkboxes. At the bottom are three buttons: 'Previous', 'Save' (highlighted in green), and 'Submit'. Two blue arrows point from the text above to the 'Save' and 'Submit' buttons.